



HVAC SERVICE CHECKLIST

Customer / System Detail

Full Name: _____ Address: _____

Date of Service: _____ Technician: _____



System Outline



- Review the entire HVAC system condition
- Verify unit age and variant
- Check the power on and off
- Check for strange sounds
- Assess air ducts for seepages or defects

Airflow & Filtration

- Assess air purifiers, change if dusty
- Check supply and return air vents
- Dispose dirt and debris
- Make sure, free airflow



Heating



- Assess heater or climate control operation
- Check fuel burners and heating coil
- Verify ignition unit and safety devices
- Review gas connections

Cooling

- Check cooling unit and heat absorption coils
- Sanitize coils as required
- Verify cooling fluids and tubing
- Check the compressor and condensate line



Electrical



- Check wiring, circuit breakers and circuit fuses
- Verify system relays and switching devices
- Assess motor capacitors
- Check thermostat function

Indoor Air Quality

- Check humidity control unit
- Verify air filters and UV lamps
- Inspect air circulation and temperature throughout all zones



Efficiency & Safety

- Verify temperature output
- Evaluate energy consumption and system cycles
- Check carbon monoxide and fire detectors
- Make sure, free space around the system



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